

PERSONAL

2015

DIGITAL ARCHIVING



The Library of Congress

NDIIPP:

The National Information Infrastructure and Preservation Program




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Personal Digital Archiving Resources

<http://www.digitalpreservation.gov/personalarchiving/>

DIGITAL PRESERVATION



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- Section 108 Study Group
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Personal Archiving
Preserving Your Digital Memories




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How to Preserve Your Own Digital Materials

Our photo albums, letters, home movies and paper documents are a vital link to the past. Personal information we create today has the same value. The only difference is that much of it is now digital.

- [How to Scan Your Personal Collections](#) (PDF, 78 KB)
- [How Long Will Digital Storage Media Last?](#) (PDF, 83 KB)


 ["Why Digital Preservation is Important for You."](#) Simple, practical strategies for personal digital preservation.

Chances are that you want to keep some digital photos, e-mail, and other files so that you—and your family—can look at them in the future. But preserving digital information is a new concept that most people have little experience with.

Ensure that your digital materials last a lifetime by taking steps to preserve them:

- [Digital Photographs](#)
- [Digital Audio](#)
- [Digital Video](#)
- [Electronic Mail](#)
- [Personal Digital Records](#)
- [Websites](#)

This site provides some tips to help make your personal "born digital" information last. The guidance is basic and is meant to a place to get started. You may want to get additional details about working with specific kinds of digital content.

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Blog

<http://blogs.loc.gov/digitalpreservation/>



THE SIGNAL

DIGITAL PRESERVATION

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Our Twitter Feed

[Public Access to Digital Data: Public Comments: http://t.co/0XtCK2RR @NDSA2 #digitalpreservation #egov](#)
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Personal Archiving – Year End Boot Camp

January 20th, 2012 by [Susan Manus](#) [\[edit post\]](#)

*The following is a guest post by **Barry Wheeler**, Digital Projects Coordinator, Office of Strategic Initiatives.*

With the large size and amount of my personal digital archives, my archiving problem may be a bit extreme, but I think a description of my archiving system may be helpful to many people who want to save and preserve their digital files. I am a photographer and I have tens of thousands of pictures, including both professional and personal work, to archive each year. Add in my routine papers, spreadsheets, and data files and I often have over 500 GBs of digital files to preserve at the end of the each year.



I do maintain backups – but in my system, backups cannot be considered part of my archive. Backups preserve current work. Over the years, as drives fill up or I change computers, old files are removed from the primary drive on my main computer. I want to preserve all these files that are no longer part of my backups. My backups are also compressed and maintained by proprietary software. I'd prefer to have my archive in common standard formats that will be readable in the future – or at least will be easy to convert to an accessible format. Therefore I have developed a system of yearly archiving. Again, this system is mainly for those with above average amounts of



Facebook

<http://www.facebook.com/digitalpreservation>



The screenshot shows the Facebook profile of the National Digital Information Infrastructure & Preservation Program. The left sidebar features the program's logo, which includes a stylized blue book icon and the text "DIGITAL PRESERVATION" and "NATIONAL DIGITAL INFORMATION INFRASTRUCTURE & PRESERVATION PROGRAM". Below the logo is a large, colorful graphic of a world map composed of dots. The main content area displays the page name, location ("Washington, District of Columbia"), and a row of five photos showing people working at computers and a globe. Below the photos is a "Wall" section with a "Write something..." text box and sharing options for Status, Photo, Link, Video, and Question. A post from the program is visible, titled "National Digital Information Infrastructure & Preservation Program" and containing the text "The latest from the Signal: Tools, tools and more tools! Do you know about Archivematica, BitCurator, DCAPE, Gumshoe, ViewShare...?". Below the text is a small video thumbnail and a link to "blogs.loc.gov".

facebook

Search

National Digital Information Infrastructure & Preservation Program

Government Organization · Washington, District of Columbia · [Edit Info](#)



Wall National Digital Informat... · **Everyone (Most Recent)**

Share: [Status](#) [Photo](#) [Link](#) [Video](#) [Question](#)

Write something...

National Digital Information Infrastructure & Preservation Program

The latest from the Signal: Tools, tools and more tools! Do you know about Archivematica, BitCurator, DCAPE, Gumshoe, ViewShare...?

 **There are More Tools for Digital Curation Than You Might Think « The Signal: Digital Preservation**

blogs.loc.gov

On January 6, 2012, I had the opportunity to attend CurateGear, an interactive, day-long event focused on digital curation tools and methods held at the University of North Carolina at Chapel Hill.

Twitter

@ndiipp



The screenshot shows the Twitter profile of @ndiipp. The profile header includes the NDIIPP logo (a blue book icon with wavy lines) and the text "ndiipp" with a verified account checkmark. Below the name is the handle "@ndiipp" and a bio: "Dispatches from the Library of Congress National Digital Information Infrastructure and Preservation Program." The location is "Washington, DC" and the website is "http://www.digitalpreservation.gov".

Below the header is a "Tweet to ndiipp" section with a text input field containing "@ndiipp".

To the left of the main tweet area is a sidebar menu with the following options: "Tweets", "Following", "Followers", "Registered", "Digital", "Library", "Other", "Favorites", and "Lists".

The main tweet area is titled "Tweets" and displays three tweets from @ndiipp:

- ndiipp @ndiipp**
Public Access to Digital Data: Public Comments: whitehouse.gov/administration... @NDSA2 #digit
- ndiipp @ndiipp**
Job Posting: University of Virginia Library seeks a Audiovisual Conservator. jobs.virginia.edu/application
- ndiipp @ndiipp**
It's Digital Learning Day! Watch how students are document their culture go.usa.gov/n7l #webarchi



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National Digital Stewardship Residency

<http://www.digitalpreservation.gov/ndsr/>

An apprenticeship plus...

NDSR residents develop and apply their digital stewardship knowledge and skills in real-world settings.

For example: Five candidates have been selected to participate in one of five paid residencies in Washington, D.C. area institutions from June 2015 - June 2016.

Other NDSR programs around the U.S.

Howard Besser helping develop curriculum.



National Digital Stewardship Residency



NDSR Project Title Improving Digital Stewardship in the U. S. Senate

Project Summary The Senate Historical Office seeks a National Digital Stewardship Resident to study and assess current Senate workflows in appraisal, management, ingest, description and transfer of Senate committee digital assets into the Congressional Records Instance of the National Archives'



dc public library

NDSR Project Title Digital Preservation Access and Education through the Public Library

Project Summary Project will create a sustainable, public-focused lab, tools, and instruction for building public knowledge and skills around the complex and paralyzing problems of personal digital recordkeeping. The resident will gain practical knowledge in every area of the digital object lifecycle while developing digital preservation workstations for the DC Public Library (DCPL) Makerspace, instructions for basic best practice, and an outreach model in partnership with the Historical Society of Washington, DC. The project will also develop digital preservation and education materials for the DCPL Makerspace, instructions for basic best practice, and an outreach model in partnership with the Historical Society of Washington, DC.



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Levels of Preservation

Guidelines: Scaled levels of preservation, from individuals to groups to small organizations to large institutions.



Levels of Preservation

Guidelines, from “the least you should do” to “the most you can do”

http://www.digitalpreservation.gov/ndsa/working_groups/documents/Levels_v1.pdf

Levels of Digital Preservation, v1

	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	<ul style="list-style-type: none"> - Two complete copies that are not collocated - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system 	<ul style="list-style-type: none"> - At least three complete copies - At least one copy in a different geographic location - Document your storage system(s) and storage media and what you need to use them 	<ul style="list-style-type: none"> - At least one copy in a geographic location with a different disaster threat - Obsolescence monitoring process for your storage system(s) and media 	<ul style="list-style-type: none"> - At least three copies in geographic locations with different disaster threats - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems
File Fixity and Data Integrity	<ul style="list-style-type: none"> - Check file fixity on ingest if it has been provided with the content - Create fixity info if it wasn't provided with the content 	<ul style="list-style-type: none"> - Check fixity on all ingests - Use write-blockers when working with original media - Virus-check high risk content 	<ul style="list-style-type: none"> - Check fixity of content at fixed intervals - Maintain logs of fixity info; supply audit on demand - Ability to detect corrupt data - Virus-check all content 	<ul style="list-style-type: none"> - Check fixity of all content in response to specific events or activities - Ability to replace/repair corrupted data - Ensure no one person has write access to all copies
Information Security	<ul style="list-style-type: none"> - Identify who has read, write, move and delete authorization to individual files - Restrict who has those authorizations to individual files 	<ul style="list-style-type: none"> - Document access restrictions for content 	<ul style="list-style-type: none"> - Maintain logs of who performed what actions on files, including deletions and preservation actions 	<ul style="list-style-type: none"> - Perform audit of logs
Metadata	<ul style="list-style-type: none"> - Inventory of content and its storage location - Ensure backup and non-collocation of inventory 	<ul style="list-style-type: none"> - Store administrative metadata - Store transformative metadata and log events 	<ul style="list-style-type: none"> - Store standard technical and descriptive metadata 	<ul style="list-style-type: none"> - Store standard preservation metadata
File Formats	<ul style="list-style-type: none"> - When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs 	<ul style="list-style-type: none"> - Inventory of file formats in use 	<ul style="list-style-type: none"> - Monitor file format obsolescence issues 	<ul style="list-style-type: none"> - Perform format migrations, emulation and similar activities as needed

Levels of Preservation

Storage and Geographic Location

Level 1 Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data
Two complete copies that are not collocated For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system	At least three complete copies At least one copy in a different geographic location Document your storage systems(s) and storage media and what you need to use them	At least one copy in a geographic location with a different disaster threat Obsolescence monitoring for your storage system(s) and media	At least three copies in geographic locations with different disaster threats Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems

Levels of Preservation

File Fixity and Data Integrity

Level 1 Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data
Check file fixity on ingest if it has been provided with the content	Check fixity on all ingests	Check fixity of content at fixed intervals	Check fixity of all content in response to specific events or activities
Create fixity info if it wasn't provided with the content	Use write-blockers when working with original media	Maintain logs of fixity info; supply audit on demand	Ability to replace/repair corrupted data
	Virus-check high risk content	Ability to detect corrupt data	Ensure no one person has write access to all copies
		Virus-check all content	



Levels of Preservation

Metadata			
Level 1 Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data
Inventory of content and its storage location Ensure backup and non-collocation of inventory	Store administrative metadata Store transformative metadata and log events	Store standards technical and descriptive metadata	Store standard preservation metadata



Levels of Preservation

File Formats			
Level 1 Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data
When you can give input into the creation of digital files, encourage use of a limited set of known open formats and codecs	Inventory of file formats in use	Monitor file format obsolescence issues	Perform format migrations, emulation and similar activities as needed



Essentially...

1. Organize

2. Backup







Backup: Artifacts help convey obsolescence



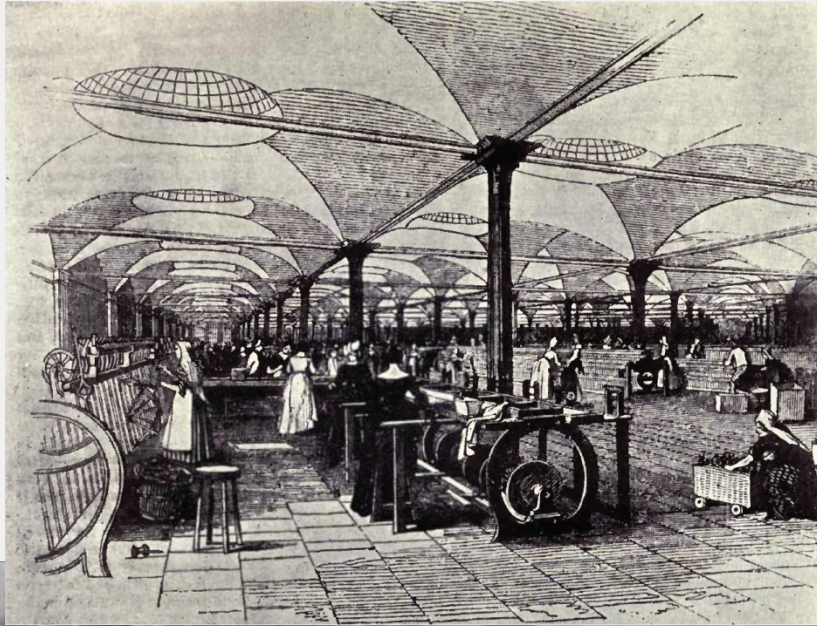
People look are looking for “how to...” help

Most-Visited Blog Posts in March (Top 10)

Blog Post Blog	Month/Year of Publication	Visits in March	Was this a top post last month?
Ring Around the Rosie: Metafolklore, Rhyme and Reason Folklife Today	Jul-14	3,875	Yes
You Say You Want a Resolution: How Much DPI/PPI is Too Much? The Signal 	Jul-13	3724	Yes
Frequent Reference Question: How Many Federal Laws Are There? In Custodia Legis	Mar-13	1912	Yes
Adding Descriptions to Digital Photos The Signal 	Oct-11	1559	Yes
Archiving Cell Phone Text Messages The Signal 	Apr-12	1540	Yes
Ethnography, 21st Century Style Folklife Today	Mar-15	1448	No
Mark Twain's Huckleberry Finn: Controversy at the Heart of a Classic Teaching	Nov-13	1392	Yes
The Articles of Confederation: The First Constitution of the United States In Custodia Legis	Sep-11	1347	Yes
The San Patricios: the Irish Heroes of Mexico In Custodia Legis	Mar-13	1248	No
Using Wayback Machine for Research The Signal 	Oct-12	1239	Yes



Still in the early days of a new cultural age



From the Collections of The Henry Ford



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Too much manual. Should be automated

For example: Technical metadata inserted into photos, why not suggestions about facial recognition?

“Read” the photo and suggest people and place names?

“Should I tag this as Audrey on Mt. Tamalpais?”

Back it up in the cloud? (“The cloud” is still clunky.)



Spreading awareness of digital archiving

From “Huh?” to “Oh, yeah!”

Spreading like a meme.



More Libraries Helping Community Preservation

Libraries still oriented toward digital literacy but there are independent pockets of community outreach happening around digital preservation.



Bismarck Public Library holds Digital Scan Day

Digital media lab to open at Vancouver Public Library

BY JILL SLATTERY
1:29 PM PDT, TUE APRIL 07, 2015



Home News Your Voice Sports Opinion Schools Obituaries Community Videos Celebrations

Home Community Kent County News

Documenting World War II artifacts at library

April 25

Story Comments

Posted: Monday, April 20, 2015 2:33 pm | Updated: 11:30 am, Tue Apr 21, 2015.

CHESTERTOWN — Do you have a stash of World War II letters in the attic of Chestertown in the 1940s? A stack of wartime ration books from Kent the public are invited to bring such treasures to the Chestertown branch Public Library on Saturday, April 25, to share them with local college student community.

From 12:30 to 2:30 p.m., Washington College students will be on hand a photograph and document objects for inclusion in an expanding World War II archive. Donations of the objects is not necessary, as the archive will be an online resource.

Print Font Size



Public Library Partnerships Project

Projects / Digital Hubs Pilot Project / Getting it Right on Rights / Investigating Educational Uses / Public Library Partnerships Project

The Digital Public Library of America's Public Library Partnerships Project, funded by the Bill and Melinda Gates Foundation, works with existing DPLA Service Hubs to provide digital skills training for public librarians and connect them sustainably with state and regional resources for digitizing, describing, and exhibiting their cultural heritage content. This



NEWS.DELAWARE.GOV

THE STATE OF DELAWARE

Delaware Public Archives (DPA)

NEWS MENU

gories

Article

How Do I Preserve My Documents, Photographs and Digital Memories?



Front Page News/Police ABE Business Calendar Cape Life Obituaries Sports

Forecast bizSearch Archive eEdition Contact Publications Subs

Preserving photographs and digital memories is workshop topic April 4

Libraries: “Huh?” “Oh, yeah!”

Accreditation standards

The professional degree in librarianship continually expands with constituents' needs. Degree programs accredited by the American Library Association now offer more than 20 distinct areas of concentration beyond foundation courses, including cultural heritage, community informatics, and digital archives.



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Spreading awareness of...



Daily examples, worldwide

Dozens of news stories every day about online collections.



Access (off on a tangent)

Battushig Myanganbayar from Mongolia who, at 15, took the free MIT online course Circuits and Electronics. 150,000 people from around the world took the course. He got a perfect score and MIT awarded him a scholarship.



Access (off on another tangent)

Anthony Seeger: Anthropologist, Ethnomusicologist.

“New Ideas of Music Ownership and the Musical Life of the Kisedje, a Remote Indigenous Society in Brazil”

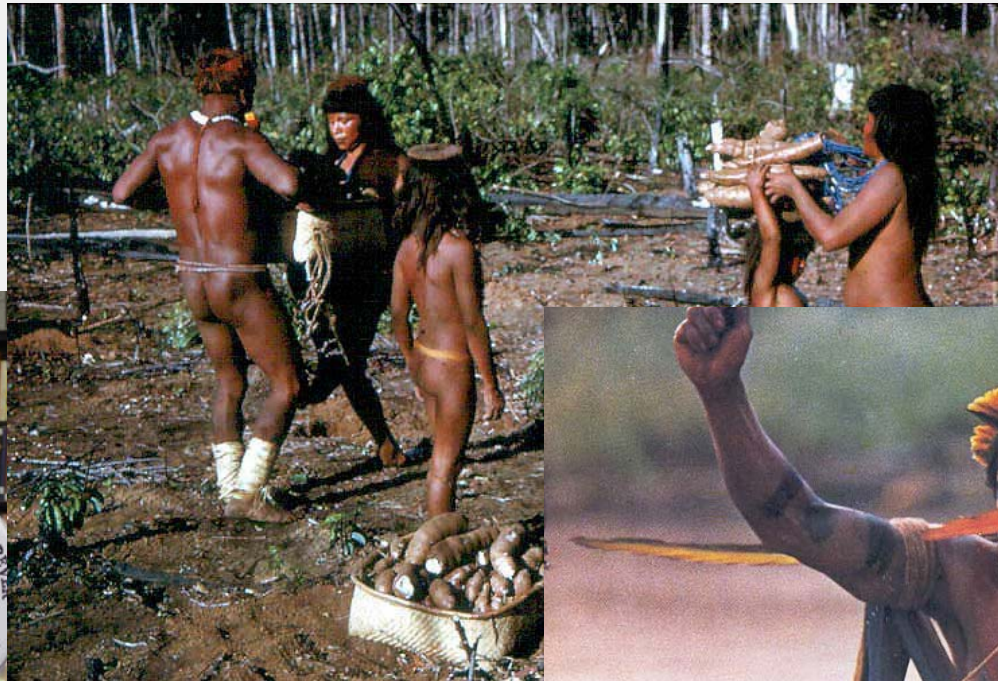


Photo by Harold Schultz



Photo by Anthony Seeger

Successful because of YOU



You

- Professional archivists and librarians
- Accidental archivists who had an epiphany “Someone needs to do something about this.”
- Activist Archivists
- Witness
- The Prelinger Archives
- Community volunteers.



Because of our your digital preservation work, future generations will be able to knit together disparate threads of information in useful and meaningful ways that we cannot imagine.



<http://blogs.loc.gov/digitalpreservation/>

<http://www.digitalpreservation.gov/personalarchiving/>

<http://www.facebook.com/digitalpreservation>

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